

Guidelines Workshop WWA

This document contains the general safety guidelines and rules for the workshop in the WWA.

1 General safety

- You are responsible for your own behavior. Do not expose yourself or others to risk.
- Make sure that you know where the fire extinguishers, first aid kit and emergency exits are located.
- Close toolboxes, trolleys and cupboards again as soon as you have what you need.
- Immediately remove chips, waste materials, oil or water spills, etc. from the floor. These are a danger to yourself and others as they can slip and trip.
- When laying out extension cables, make sure that nobody can trip over them. If necessary, use an adhesive tape to secure the cable.
- Do not eat or drink in the workshop.

2 Clothing and protection

- Wear appropriate clothing, **no jewelry and closed shoes**.
- Wear **safety glasses** when working with compressed air, power tools (e.g. the drill), chemicals or similar hazards.
- Wear **ear protection** in noisy environments.
- Wear **protective gloves** when working with aggressive chemicals. **DO NOT** wear gloves when working with rotating machinery (e.g. a drill).
- Wear **respirators** when working with vaporized chemicals or dusty materials.

3 Compressed air

- Always wear eye protection when working with compressed air (there is a risk of eye injury from flying particles).
- Never point compressed air at yourself or others. It can cause serious injuries, such as hearing loss, personal injuries, or death from potentially fatal embolisms.
- Do not use compressed air to clean machines. Vacuum clean machines instead.

4 Machines with rotating parts

- Wear **close-fitting clothing** when working with rotating machines. Do not wear wide sweaters, cloaks or scarves. Do not wear jewelry.
- Long hair must be worn in such a way that under no circumstances it can come into contact with rotating machines (use a hair net, tie hair with a **hair tie**, etc.).
- Do not wear gloves. They could get caught in the machine.
- Never rest your hands on machine parts or workpieces. Never reach with your hand into a running machine.
- Before machining, check that the workpieces are properly secured (e.g. in a vice).

5 Electrical hazards

- Voltages above 50 V can kill you. You must not work with voltages above 50V.
- Exposed, non-insulated electrical parts that can carry a voltage must be marked. Such marked parts must not be touched.
- Do not use liquids near electronics.
- Protective devices (fuses, safety switches, etc.) must never be bypassed, modified, repaired or changed.
- Always disconnect electrical equipment from the power supply before any manipulation.
- Report any defects in cables, plugs or equipment immediately to a supervisor. Under no circumstances should you attempt to repair a defect yourself.

6 Emergencies

The ETH Emergency Desk (internal: 888, external number: +41 44 342 11 88) is the point of contact for all incidents connected with the personnel, building and equipment security systems. The ETH Emergency Desk is available 24 hours a day.

If an alarm is triggered, the relevant internal and external intervention authorities are alerted and steps are taken to identify and resolve the problem. The Emergency Desk constitutes the link between the various alarm duty managers.

The Emergency Desk also serves as an information point out of office hours.

Reporting an emergency:

- **Where?** Location of the accident (building, floor, room number)
- **What?** Type of emergency situation
- **Who?** Name of the person reporting, contact details
- **When?** Time of the incident
- **How many?** Number of patients (and their injuries)
- **Further?** Any other imminent hazards

Emergency numbers:

Internal: 888

External or mobile phone: +41 44 342 11 88

Fire Brigade (and water protection): (0)118

Accidents (Ambulance): (0)144

Poisoning (Toxicologic Centre): (0)145

Police: (0)117